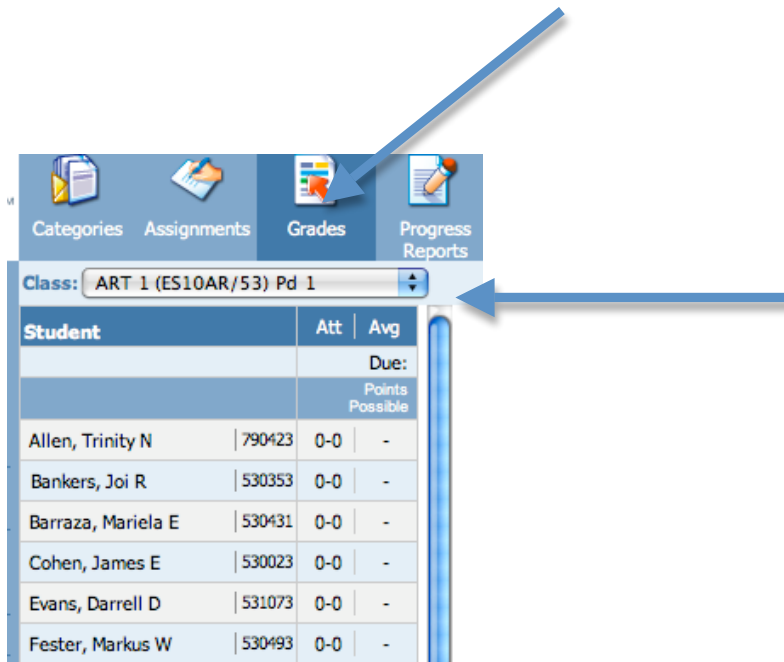


Directions for Report Cards in GradeSpeed

In order to put in report card entries and comments, you need to be in the grades tab. PreK and Kinder have to enter their report card entries for every subject. 1st-5th grade can enter their entries one time in any period.



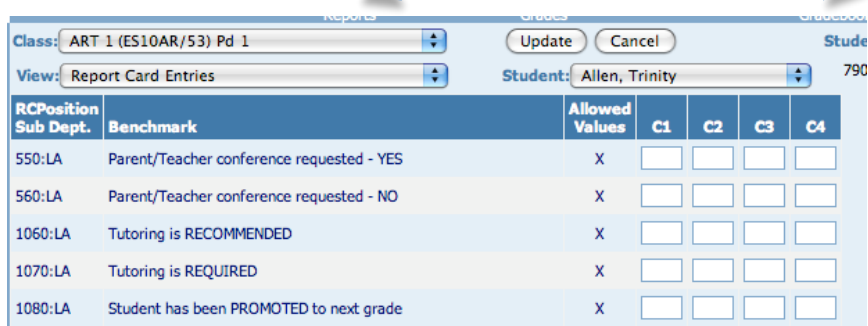
When you click on the dash or average under points possible, it will bring up the following screen.

The screenshot shows the GradeSpeed interface with the 'Reports' screen. The 'Class' dropdown is set to 'ART 1 (ES10AR/53) Pd 1'. The 'View' dropdown is set to 'Grades'. The 'Student' dropdown is set to 'Allen, Trinity'. The table shows columns for Assignment, Category, Assigned, Due, Points Possible, Score, Original Grade, 1st Retake, 2nd Retake, Points Added, Override Grade, and Late. The 'Avg Display Options' dropdown is set to 'Alpha'. The 'Progress Report Comment' field is empty.

Assignment	Category	Assigned	Due	Points Possible	Score	Original Grade	1st Retake	2nd Retake	Points Added	Override Grade	Late
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When you get to that screen you will do the following:

Click on the View button and change it to **“Report Card Entries”**. You can also change to other students here.



The screenshot shows a web-based form titled "Reports". At the top, there is a "Class:" dropdown menu set to "ART 1 (ES10AR/53) Pd 1", an "Update" button, a "Cancel" button, and a "Student:" dropdown menu set to "Allen, Trinity". Below this is a "View:" dropdown menu set to "Report Card Entries". The main part of the form is a table with the following structure:

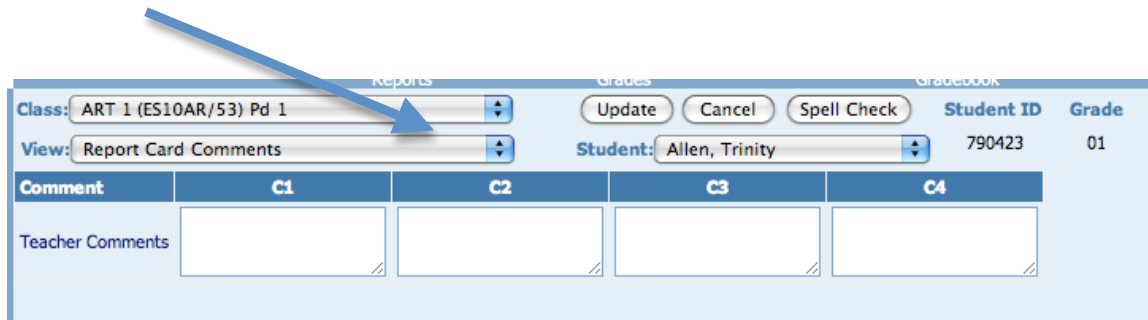
RCPosition Sub Dept.	Benchmark	Allowed Values	C1	C2	C3	C4
550:LA	Parent/Teacher conference requested - YES	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
560:LA	Parent/Teacher conference requested - NO	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1060:LA	Tutoring is RECOMMENDED	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1070:LA	Tutoring is REQUIRED	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1080:LA	Student has been PROMOTED to next grade	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Two blue arrows point from the text above to the "View:" and "Student:" dropdown menus respectively.

**UPDATE
AFTER
EACH
STUDENT**

Fill in the boxes under C1 for the first 9 weeks with the codes that are allowed in those fields. Some of them ask for an “X” and some ask for letters or numbers. Make sure that you click update after each student. You can use the student drop down list of names to get to the next student

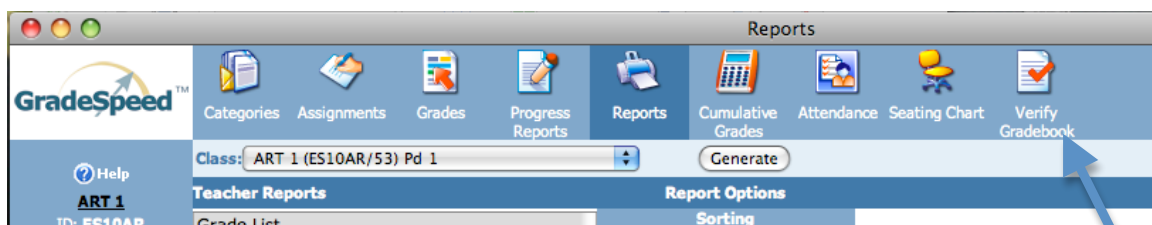
The next step will be to change the view to “**Report Card Comments.**” All grade levels can enter comments in any period.



The screenshot shows the GradeSpeed Reports interface. At the top, there are tabs for 'Reports', 'Grades', and 'Gradebook'. Below the tabs, there are fields for 'Class' (ART 1 (ES10AR/53) Pd 1), 'View' (Report Card Comments), 'Student' (Allen, Trinity), 'Student ID' (790423), and 'Grade' (01). There are buttons for 'Update', 'Cancel', and 'Spell Check'. Below these fields is a table with columns for 'Comment', 'C1', 'C2', 'C3', and 'C4'. The 'Comment' column is labeled 'Teacher Comments'.

Fill in the teacher comment box for C1. You are somewhat limited on how much text you can type in the box. Make sure that you click on spell check and then update when you have finished typing your comments for each student. Again, you can use the student drop down list of names to get to the next student.

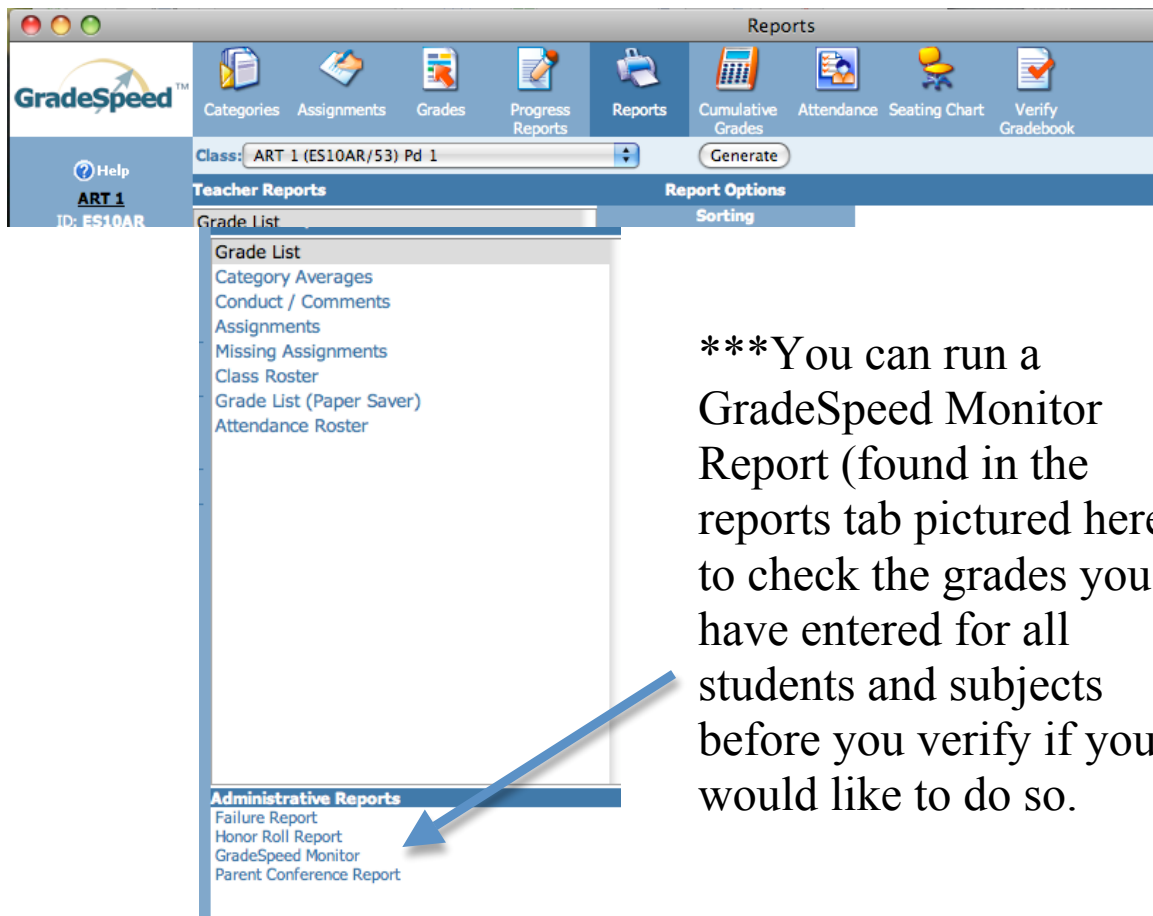
The last thing you need to do before Monday, Oct. 27th at 8:00 AM is verify your grade book. Click the Verify Gradebook tab.



When you click this tab, you will see a screen that gives you one last chance to check averages and/or override any grades before printing.

Student	Computed Cycle Avg.	Override Cycle Avg.	Comments	Citiz
Allen, Trinity	790423			
Bankers, Joi	530353			
Barraza, Mariela	530431			

***Remember that district policy states that no student can have an average below 50% in any subject area on the report card. Be sure to check for this IN EACH PERIOD on this screen and override the cycle average to 50% if needed.



You must verify every period. You can do this one period at a time by clicking the verify button after looking over each period. Or you can verify all classes at once by checking the all classes box and then clicking the verify button.

Categories Assignments Grades Progress Reports Reports Cumulative Grades Attendance Seating Chart Verify Gradebook

Class: LA/EARLY LIT PK (PK00LE/3) Pd 1 Update Cancel Spell Check Verify ☐ All Classes

Mode: Report Cards

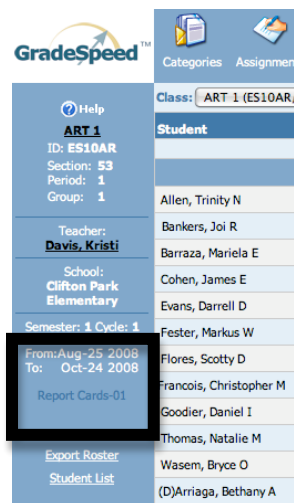
Verify Grades Campus / District Comment Codes

Student	Computed Cycle Avg.	Override Cycle Avg.	Comments	Citz
Beverly, Sheila				
Blow, Aja				
Boswell, Brianna				
Bustamante, Jessie				
Fernandez, Joshua				

Code Description
☒ English ☐ Spanish

I will generate campus report cards SATURDAY, Oct. 25th. Once I do this, there will be a link to your report cards on the left menu bar of your gradebook. This will allow you to see a preview of your report cards and use them as you see fit. When you click the link, it will download a pdf file to your computer. Please view it with Adobe Reader.

Once you've viewed please make corrections and VERIFY your grade book.



DATES TO REMEMBER:

- Friday, Oct. 24th – Last day to enter grades, report card entries and comments.
- Saturday, Oct. 25th – Jessica will generate report cards.
- Saturday-Sunday, Oct. 25th & 26th – View your report cards, make corrections, verify your 1st 9-weeks grade book.
- 8:00 AM Monday Oct. 27th – Your grade book must be verified. If not I will verify it. Your grade book now becomes Read Only.
- Monday, Oct. 27th – PAPER ATTENDANCE Please print out 2 class rosters for attendance purposes on Monday.
- Monday Oct. 26th – Report cards begin printing.
- Once you receive your report cards, please look them over for any discrepancies and email Jessica ASAP if you need corrections.
- Wednesday, Oct. 28th – Report Cards Go Home